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17. ABSTRACT (MAX. 250 WORDS)

Description of composition and functions of Board of Directors, Executive Committee elected by Board, and faculty committees.

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II. GENERAL ADMINISTRATION

A full statement of the administration of Southwestern is to be found in the HISTORY, CHARTER AND BY-LAWS, 1940. Part II (pp. 18-26) of this document includes the significant acts and charter which constitute the legal basis for the institution.

In accordance with the provisions of the charter, the Board of Directors consists of 21 members, one of whom is the President of the College. The other twenty directors are elected by the four supporting Synods, each Synod having equal numerical representation on the Board. Each Synod elects a member each year for a term of four years on a rotation system. Of the five members elected by each of the four Synods, at least one must be a resident of Memphis and one must be an outstanding Presbyterian woman. As provided by the charter, the administration of the affairs of the institution is "supremely and solely" in the hands of the Board of Directors.

The Board of Directors elects an Executive Committee which consists of not less than seven and not more than fourteen members. The Executive Committee includes the Chairman of the Board, the Secretary of the Board, the Treasurer of the Board, and the President of the College, together with such other Board and non-Board members resident in Memphis and not necessarily Presbyterian as the Directors may elect. The Executive Committee, subject to the approval of the Board, has full authority to execute the orders of the Board and transact such business as may be necessary to carry on the operation of the college in the interim between the meetings of the Board. (For further details of the organization of the Board of Directors and the administration of the college, see Part III of HISTORY, CHARTER, AND BY-LAWS.)

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The accompanying Administrative Chart outlines the administration organization of the college and illustrates how the various officers report to the President, who is "the executive officer of the Board of Directors," and who has "general supervision and direction of all other officers and agents of the college." The Vice President for Development has responsibility for the relations of the college to its publics, principally the church, the alumni, and to some extent, prospective students. The Dean, Dean of Men, and Dean of Women have the traditional functions and responsibilities, as do the Comptroller (Bursar), College Engineer, and Registrar. The Dean of Alumni is a unique position created to give expression to Southwestern's concern that liberal education be a continuing affair. The Dean of Alumni is thus closely related both to the Office of Development and also to the Adult Education program. The Director of the College of Music functions both as a regular faculty member and department head and also, since the College of Music maintains a preparatory department and offers non-credit instruction, reports directly to the President.

The Faculty is organized into twelve standing committees (see CATALOG, 1958-59, p. 21.) The tradition at Southwestern is for the faculty to exercise rather close supervision over the academic program; for example, the Committee on Classification, rather than any administrative officer, supervises the making and changing of students' class schedules. Similarly, the Committee on Curriculum and Instruction passes on any requests from students for variations in the fulfillment of printed degree requirements. The committees also initiate recommendations for changes in academic policies and procedures to the faculty, which in turn acts on them (or in case

of major policy changes, refers them to the Directors.) The eighteen departments which offer majors report each year to the Dean, who in turn makes an annual report to the President.

The reports from the Dean, the Treasurer, the Adult Education Center, the Burrow Library, the Office of Development, etc., are used by the President in preparing his ANNUAL REPORT, which thus gives a yearly summary of the major activities, needs, and problems of the college.